



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police Personnel

From: Marty Williamson

Date: August 3, 2012

Subj: Campus Resource Tracking

Directive: 12-3

As a small department we have limited personnel resources that I generally believe we utilize efficiently. However, with limited resources, it is imperative that we make sure we track and know where our resources are to insure a timely response to emergency calls and officer safety.

The campus is our primary responsibility. It is expected that on duty staff stay focused on the main campus for their shift. It is further expected that you remain on campus during your shift.

To be consistent with tracking our resources, it is expected that each member of the UPD make sure the dispatcher is aware of their status. Please make sure your radio is on and operable as to be able to respond to the dispatcher or another UPD staff. Make sure you are in a position to monitor and respond to any radio traffic. When you leave campus, notify the dispatcher that you will be off campus and your destination. Code off and on accordingly.

Also, please make sure you are carrying the proper and required equipment as dictated by previous emails.

It is recognized that there will be times that we will need to leave campus. We have times when we go to the District Attorney's Office, go to other agencies, conduct follow up, and to eating establishments. When you need to leave campus, make sure a supervisor (if on duty) is aware and authorizes.

I realize we have limited eating establishments on campus. Given that situation, if you need to leave campus for a meal, and a Supervisor is on duty, get approval from the Supervisor before leaving campus.

You are expected to stay within a close proximity to the campus. Utilizing the businesses on the immediate perimeter of the campus is acceptable, ie; Marketplace and Town and Country Shopping Center areas.

We do not want to impact our response times for on campus calls, primarily emergency calls, by allowing us to move too far away from campus. You and the equipment you carry in the patrol cars can mean the difference between successful or unsuccessful results for emergencies on our campus and to the campus community.

If two officers are on duty, using a drive thru is acceptable as long as the second officer remains on campus and is available. If you are on duty as a single officer, it is expected you walk up and obtain food in the event you receive an emergency call you can leave without being trapped in a drive thru.

If we get requested to respond off campus for an assist of another department on an emergency call, the Supervisor or Officer will weigh the primary responsibility of this campus versus the request for service. You will be held responsible for your decision and what occurs on this campus while you are on duty.

I believe it will be beneficial for our operations when called from dispatch, you respond with your location on campus. Depending on how you receive the call, the intent is to give your location as you respond. Especially, in emergency cases this could be very beneficial as to a tactical response.

If you have any questions or concerns please do not hesitate to ask.

Thank You